



## North Dakota State Procurement Office

Office of Management & Budget, Central Services Division

14<sup>th</sup> Floor Capitol Tower, 600 East Boulevard Ave Dept 012

Bismarck, ND 58505-0310

Telephone: (701) 328-2740 Fax: (701) 328-1615

### STATE PROCUREMENT OFFICE

#### 2015 Training Schedule

Minimum Class Size: 10

Maximum Class Size: *BSC-National Energy Center of Excellence (NECE) building – 24 students*

Maximum Class Size: *Pioneer Room-State Capitol – 25 students*

Cost: No charge

Registration: **Self-enroll in PeopleSoft.** If you do not have access to PeopleSoft, please contact the State Procurement Office, 701-328-2740 or [infospo@nd.gov](mailto:infospo@nd.gov).

Visit the ND State Procurement Office web site to learn more about the Procurement Officer Certification Program, <http://www.nd.gov/spo/agency/training/>

#### \*\*\*\*\*IMPORTANT\*\*\*\*\*

**The Level 1 ONLINE training is required and must be completed before attending Level 2. Levels 1 and 2 must be completed before attending the Level 3 class.**

Level 1 Procurement Training is offered online. Class title: **State of ND, Level 1 ONLINE**

**Level 2** – class title: State of ND. Procurement Level 2 (110SPO1002)

**Level 3** – class title: State of ND. Procurement Level 3 (110SPO1003)

#### SCHEDULE

DATE	TIME	CLASS	LOCATION
January 7	8:30am – 4:30pm	Level 2	Rm 433 – NECE Bldg – Bismarck State College
February 4	8:30am – 4:30pm	Level 3	Rm 433 – NECE Bldg – Bismarck State College
March 18	8:30am – 4:30pm	Level 2	Rm 433 – NECE Bldg – Bismarck State College
April 21	8:30am – 4:30pm	Level 3	Rm 433 – NECE Bldg – Bismarck State College
May 12	8:30am – 4:30pm	Level 2	Rm 433 – NECE Bldg – Bismarck State College
June 17	8:30am – 4:30pm	Level 3	Rm 432 – NECE Bldg – Bismarck State College
June 23	8:00am – 4:00pm	Level 2	ND Center for Distance Education 4776 28 <sup>th</sup> Ave S - Ste 301 <b>Fargo, ND</b>
August 5	8:30am – 4:30pm	Level 2	Pioneer Room, State Capitol – Bismarck
September 17	8:30am – 4:30pm	Level 3	Pioneer Room, State Capitol – Bismarck
October 7	8:30am – 4:30pm	Level 2	Pioneer Room, State Capitol – Bismarck
November 4	8:30am – 4:30pm	Level 3	Pioneer Room, State Capitol – Bismarck